

Carl D. Perkins Vocational and Technical Education Act of 1998 and/or State Vocational Education

FY02 BUDGET DETAIL FORM C PERSONAL SERVICES - SALARIES *Function & Object Codes 100-100 and 200-100*

O.
Revision Date: _____

A. _____ SECONDARY	B. _____ POST SECONDARY	C. PERKINS PROJECT NUMBER: _____ 02
D. ELIGIBLE RECIPIENT:		E. DISTRICT/COLLEGE/AGENCY CODE:
F. COUNTY:		G. COUNTY CODE:

H. GOAL & OBJECTIVE NUMBER	I. STANDARD AND MEASURE	J. FUNCTION & OBJECT CODE	K. TITLE OF POSITION and NAME of EMPLOYEE (if known)	L. COST CALCULATION For full-time positions: total annual salary x percent of time to the grant project = total For part-time positions: rate (\$) per hour x number of hours per week x number of weeks employed = total	M. GRANT REQUEST AMOUNT
					\$
				N. SALARIES TOTAL	\$

INSTRUCTIONS
FY02 BUDGET DETAIL FORM C
PERSONAL SERVICES – SALARIES
FUNCTION AND OBJECT CODES 100-100 OR 200-100

Items A through G Complete eligible recipient information;

H. Goal and Objective Number: Enter the Goal(s) and Objective(s) from the approved Five-Year Plan that will be addressed by the expenditure of funds for this position;

I. Enter the code for the Standard and Measure being addressed by the specific expenditure. Use the following codes:

Academic Proficiency - AP

Evidence of Completion - C

Vocational-Technical Skill Proficiencies - VT

Placement Achievement – P

Non-Traditional Training - NT

J. Function & Object Code: Enter the Function & Object Code (either 100-100 or 200-100) for each position;

K. Title of Position: Enter the title of each position for which benefits are requested. Enter the name of the employee, if known at time of submission;

L. Cost Calculation: Show the cost calculation (using the formula shown) to calculate the amount of salary to be requested for each position. For full-time positions, multiply the per cent of time the position will spend on grant activities times the total annual salary to determine the amount chargeable to the grant for the position;

M. Grant Request Amount: Enter the amount to be funded by the grant, derived from the formula in column L;

N. Salaries Total: Add the salaries being requested and enter the amount in N; and

O. Enter date of revision, if the form is being revised following initial approval.